



DEPARTMENT OF THE NAVY
NAVAL SUPPLY SYSTEMS COMMAND
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NAVSUPINST 3020.1
SUP 09R2
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NAVSUP INSTRUCTION 3020.1

Subj: CONTINUITY OF OPERATIONS PLAN (COOPLAN)

Ref: (a) DODD 3020.26
(b) Federal Preparedness Circular FPC (Federal Executive Branch Continuity of Operations of 26 Jul 99
(c) NAVSUPINST 3500.3F
(d) NAVSUPINST 3500.2P

Encl: (1) NAVSUP COOPLAN Format

1. Purpose. Implement the Naval Supply Systems Command's (NAVSUP) policy, assign responsibilities and prescribe procedures per reference (a) and provide reasonable assurance of continuation of essential services during crisis situations. Reference (b) provides guidance for use in developing viable and executable contingency plans for continuity of operations. Continuity of operations planning facilitates the performance of department/agency essential functions during any emergency or situation that may disrupt normal operations. References (c) and (d) clearly delineate NAVSUP's guidelines, responsibilities, procedures and key points of contact in operational situations under those same emergency conditions.

2. Background. Due to significant changes in world events, along with recent upgrades in the Department of Defense's security measures, the existing COOPLAN needed an update. This instruction provides policy and guidance for NAVSUPHQ, Naval Inventory Control Point (NAVICP), Fleet Material and Support Office (FMSO), Naval Ammunition Logistics Command (NALC) and other NAVSUP activities/personnel at Mechanicsburg, PA, to prepare plans and procedures that help ensure:

a. No adverse impact on NAVSUPHQ or its field activities from fulfilling their assigned missions.

b. Critical operations are continued in the event of an emergency or threat of an emergency.

c. The safety of NAVSUPHQ and field activity personnel is preserved should the Mechanicsburg location experience a

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natural or man-made catastrophic event.

d. The planning guidance and the plans to be developed per the COOPLAN do not address day-to-day activities that enable an organization to conduct or safeguard routine operations. The COOPLAN environment is an emergency response situation.

3. Scope

Reference (a) states that plans should be developed on the assumption of the worst-case scenario. Specifically, NAVSUP's planning premise for worst case is nuclear, chemical or biological attack. Plans should also be sufficiently flexible enough to respond to smaller scale emergencies such as fires, electrical power outages, flooding, etc. In either case, plans must be made to relocate key elements of the command to predetermined alternate locations. A COOPLAN is a methodology to return to "normal" operations after a catastrophic event has occurred. The objectives of the COOPLAN are to direct and guide appropriate actions to assure the capability exists to continue core business functions and to achieve an orderly recovery from emergency situations across a wide range of potential emergencies or threats including acts of nature, accidents, technological and attack-related emergencies. These objectives include but are not limited to:

a. Ensuring the safety of military, civilian and contractor employees during an emergency.

b. Ensuring the continuous performance of essential functions and operations during an emergency.

c. Assisting field activities with their business resumption and continuity of operation activities during an emergency.

d. Protecting essential facilities, equipment, records and other assets.

e. Reducing or mitigating disruptions to operations.

f. Reducing loss of life and minimizing damage and losses. Facilitate decision-making during an emergency.

This instruction and the provisions of enclosure (1) are applicable to all full time, part time, temporary, contractor, reserve and visiting military/civilian personnel located at the geographical location identified hereafter as the Mechanicsburg site. This geographic location encompasses NAVSUPHQ, NAVICP, FMSO and other NAVSUP activities located at the Mechanicsburg site. All NAVSUP claimancy activities will maintain an individual COOPLAN. They are encouraged to use the NAVSUP

COOPLAN as a guide. The COOPLAN is applicable to the full spectrum of man-made, natural and technological emergencies and threats. The plan will be developed based on the assumption of the worst case scenario (nuclear, biological, chemical or attack) yet is flexible to be responsive to smaller scale emergencies, such as:

- a. Fire and smoke damage
- b. Explosions
- c. Tornado or flooding
- d. Interruption of power and/or water
- e. Civil disruption
- f. Epidemic disablement of workforce.

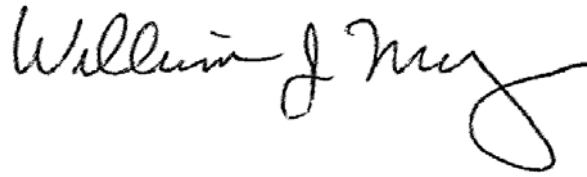
4. Policy. It is NAVSUP's policy to provide reasonable assurance of continuation of essential service during crisis situations using contractor employees or other necessary resources that may include relocation to a predesignated Emergency Relocation Site (ERS). As a baseline of preparedness for the full range of potential emergencies, all Federal agencies are required to establish and maintain a viable COOPLAN capability that ensures the performance of their essential functions during any emergency or situation that may disrupt normal operations. A viable COOPLAN capability identifies essential functions and consists of plans and procedures, alternate facilities and alternate interoperable communications and information systems, reinforced by comprehensive training, orientation and exercise programs. COOPLAN capabilities must be maintained at a high level of readiness, be capable of being activated both with and without warning, achieve operational status not later than 12 hours after activation and maintain sustained operations for up to 30 days or until termination. It is the policy of NAVSUP to respond quickly at all levels in the event of an emergency or threat to include human, natural, technological and other emergencies or threats in order to continue essential internal operations and to provide support to the operations of U.S. naval forces.

5. Responsibilities. All NAVSUP's organizational elements and field activities will prepare and coordinate individual plans that will support a claimancy-wide response when necessary. As an extension of their other duties, NAVSUPHQ and field activity leadership at all levels will ensure personnel are aware of their COOPLAN responsibilities.

Commanding officers have the inherent responsibility to respond to many emergency situations such as weather, fire, civil

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disturbances, security breach, nuclear/biological/chemical attack, explosive disposal, etc. The NAVSUP COOPPLAN addresses the business continuity of NAVSUP and its activities while the Disaster Preparedness Manual describes the specific emergency responses of the host, so the two plans are to be used in combination with each other and are not duplicative. Each NAVSUP deputy commander will identify to SUP 09 essential personnel under their cognizance as potential candidates to be evacuated to a predetermined ERS. Subsequent appendices within the actual COOPPLAN will address the list of identified essential personnel.

A handwritten signature in black ink, reading "William J. Maguire". The signature is fluid and cursive, with a large, stylized "M" at the end.

W. J. MAGUIRE
Vice Commander

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SNDL FKM

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NAVSUP COOPLAN FORMAT

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